WORKING DRAFT 2
Public Health Improvement Partnership
Workforce Development Committee
Friday, November 14, 2003
12 noon – 4:00 pm
Wyndham Hotel, SeaTac, WA
18118 Pacific Highway South
Phone: (206) 244-6666, Fax: (206) 248-6065
http://www.wyndham.com/hotels/SEAST/main.wnt

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER WASHINGTON

Co-Chairs:	Sue Grinnell, Cowlitz Co.; Jack Thompson, UW.

Members:	Joan Brewster, DOH; Charlene Crow-Shambach, Snohomis; Kathy Deuel, DOH; Dorothy Gist, DOH; Nancy Goodloe, Kittitas; Maryanne Guichard, DOH; Vic Harris, Tacoma-Pierce; Keith Higman, Island; Heidi Keller, DOH; Vicki Kirkpatrick, WSALPHO; Dennis Klukan, Yakima; David Koch, DIS; Debbie Lee, DOH; Marianne Patton, Chelan-Douglas; Marianne Seifert, SBOH; Corinne Story, Skagit; Patty Swanson, Thurston; Pam Walker, Clark.

Staff:	Marie Flake, DOH; Janice Taylor, DOH.

Time	Topic	Presenter/Facilitator	Description	Handouts / Preparation Needed (* = items to be sent in advance of meeting)
12:00 noon	Lunch & Introductions	Sue Grinnell		
12:30	Overview of Committee Work for the Biennium	Joan Brewster	Context – CDC WFD diagram; PHIP WFD projects; Relationship to other PHIP Committees; Desired outcomes; Committees role in making recommendations for the 05-07 work. Process – Relationship of WFD Committee and Subcommittees, staff; proposed meeting dates.	• CDC WFD Diagram • PHIP Work Plan (booklet) • 11"x17" PHIP Diagram • WFD Project Descriptions* • Committee Membership lists* • List of Potential of Meeting Dates*
1:00	Enumeration – Public Health: Everybody Counts!	Jack Thompson Janice Taylor	Jack – Intro Janice – Description of the why enumerate and the link to other WFD work. Description of work to date (feedback from pilot testing), process for subcommittee, timeline for future work. Jack – Facilitate Discussion – What type of reports do you want? How could the data be used during Public Health Week? What other ways could the data be used? How should the report be formatted? Hardcopy / on-line? Do you want a report for you own LHJ? Region?	• Fact Sheet – Everybody Counts!* • Data Collection Tool http://www.doh.wa.gov/phip/everybodycounts.htm • Data Shells / Sample Reports

Time	Topic	Presenter	Content	Materials
1:30	Learning Management System	Sue Grinnell Janice Taylor	Sue – Intro Janice – Description of LMS and the vision of how it would be used in WA. Description of work to date, process for subcommittee, timeline for future work. Sue – Facilitate Discussion – What type of criteria should be used by the subcommittee in selecting a LMS vendor? What types of reports would you like from a LMS? How would you prioritize features of a LMS?	• Description of LMS* • List of sample selection criteria for selecting a LMS vendor • Sample Reports • List & Description of LMS Features
2:30	BREAK			
2:45	Selecting Training Priorities, Based on PH Standards Baseline Data, to Make System-wide Improvements in Achieving the Standards Orientations – Update	Sue Grinnell Mari e Flake Janice Taylor	Sue – Intro Marie – Project Overview Janice – Description of EPR work and system (RLS's, etc.) Sue – Form subcommittee	• Graphic from PHIP 2002 • PH Standards Data to illustrate training needs • Sample training plan from Public Health Ready? • www.doh.wa.gov/pho
3:15	Six State WFD Network & Northwest Public Health Leadership Institute	Jack Thompson	Jack – Intro & Project Description Discussion – Role for WFD Committee	
3:45	Wrap-Up & Selecting Future Meeting Dates			
4:00	Adjourn			

WFD Communication Tools: http://www.doh.wa.gov/phip/WorkforceDevelopment/default.htm

Next Meeting Date / Time: ?
Routine Meeting Date/Time: ?
Routine Meeting Place: Wyndham Hotel, 18118 Pacific Highway South, SeaTac, WA

10/17/2003